

WILLARD CITY SCHOOL DISTRICT

CHECKLIST OF POLICIES AND GUIDELINES ADDRESSING
NO CHILD LEFT BEHIND ACT OF 2001

The No Child Left Behind Act ("NCLBA") included legal requirements that affected various educational programs/topics, policy areas, and State laws. In order to comply with these legal requirements, boards of education were not only required to amend current Board policies and administrative guidelines, but were oftentimes required to adopt new ones. The following is a checklist of educational programs/topics, policies, and administrative guidelines that were affected by the provisions of the NCLBA.

Student Privacy and Parental Access to Information

Policy	AG	A. <u>Student Surveys</u>	Yes	No
2416	N/A	1. Does the Board of Education have a policy that addresses arrangements to protect student privacy in the event of the administration or distribution of a survey to a student that would reveal specific types of personal information: a) political affiliations or beliefs of the student or the student's parent; b) mental and psychological problems of the student or the student's family; c) sex behavior or attitudes; d) illegal, anti-social, self-incriminating, or demeaning behavior; e) critical appraisals of other individuals with whom students have close family relationships; f) legally recognized privileged or analogous relationships such as those of lawyers, physicians, and ministers; g) religious practices, affiliations, or beliefs of the student or student's parent; h) or income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.	___	___
8330	N/A			
2416, p.1	2416, p.1	2. If so, do these arrangements include the right of the student's parent to inspect, upon request, any survey revealing information identified in (1) above?	___	___
2416, p.2	N/A	3. Does the Board of Education provide for annual parent notification of the specific or approximate dates during the school year when such survey activities are scheduled to take place?	___	___
N/A	2416 Form 2416 F1	4. Does the Board of Education give parents the opportunity to opt their child out of taking a survey that would reveal any of the information identified in (1) above?	___	___

Policy	AG	A. <u>Student Surveys</u>	Yes	No
N/A	2416 Form 2416 F1	5. If a survey containing any of the information identified in (1) above is funded in whole or in part by any program administered by the U.S. Department of Education, does the Board of Education obtain prior written consent of the adult student or minor student's parent before the student participates in it?	___	___
2416	2416	6. Does the Board of Education allow parents of students engaging in any Federally-funded survey as outlined above to inspect all of the instructional materials used in connection with the survey?	___	___
2416, p. 2	2416, p. 1	7. Does the Board of Education have a policy that addresses the right of a student's parent to inspect, upon request, a survey created by a third party before it is administered or distributed to a student?	___	___
2416, p. 2	2416, p. 1	8. If so, does the School District have procedures in place for granting a parent's request for reasonable access to the third party survey before it is administered or distributed to a student?	___	___
2416, p. 2	N/A	9. Does the Board of Education provide parents with annual notices of the student survey policies described above?	___	___
Policy	AG	B. <u>Access to Instructional Materials</u>	Yes	No
2416, p. 2	N/A	1. Does the Board of Education have a policy that addresses the right of a student's parent to inspect, upon request, any instructional material used as a part of the educational curriculum for the student?	___	___
9130, p. 4	9130A			
2416, p. 2 9130, p. 4	9130A, p. 1	2. If so, does the Board of Education have procedures in place for granting a parent's request for reasonable access to instructional materials within a reasonable period of time after the request is received?	___	___
9130, p. 4	9130A, p. 1	3. Does the Board of Education provide parents with annual notices of the access to instructional materials policy described above?	___	___

Policy	AG	C. <u>Collection, Use, and Disclosure of Personal Information</u>	Yes	No
8330 2416	8330 N/A	1. Does the Board of Education have a policy that addresses arrangements to protect student privacy in the collection, disclosure, or use of personally identifiable information (name, address, telephone number) collected from students for the purpose of marketing or selling that information, or providing that information to others for that purpose?	___	___
8330, pp. 5-7 2416, p.3	8330, p. 13 N/A	2. Does the Board of Education have a policy that addresses the right of a student's parent to inspect, upon request, any instrument used in the collection of personally identifiable information from students before the instrument is administered or distributed to a student?	___	___
8330, pp. 5-7 2416, p. 3	8330, p. 13 N/A	3. If so, does the Board of Education have procedures in place for granting a parent's request for reasonable access to such an instrument within a reasonable period of time after the request is received?	___	___
8330, p. 5 2416, p.4	8330, p. 13 N/A	4. Does the Board of Education provide for annual parent notification of the specific or approximate dates during the school year when activities involving the collection, disclosure, or use of personally identifiable information collected from students for the purpose of marketing or selling that information are scheduled to take place?	___	___
8330, pp. 5-7	N/A	5. Does the Board of Education give parents the opportunity to opt their child out of participating in such activities?	___	___
		6. Does the Board of Education give students of an appropriate age the opportunity to opt themselves out of participating in such activities?	___	___
8330, p. 6	8330, p.7 Form 8330 F10	7. Does the Board of Education provide parents with annual notice of the student collection, use, and disclosure of the personally identifiable information policy described above?	___	___

Policy	AG	D. <u>Student Physical Examinations</u>	Yes	No
5310, pp. 1-2	N/A	1. Does the Board of Education have a policy that addresses the administration of physical examinations or screenings by the schools?	___	___
5310, p. 1	N/A	2. Does the Board of Education provide annual notification of the specific or approximate dates during the school year when any non-emergency invasive physical examination or screening of students is scheduled to take place, that is: 1) required as a condition of attendance; 2) administered by the school in advance; and 3) not necessary to protect the immediate health and safety of the student or other students?	___	___
5310, p. 2	N/A	3. Does the Board of Education give parents the opportunity to opt their child out of participating in such activities?	___	___
5310, p. 1	N/A	4. Does the Board of Education provide parents with annual notice of the physical examination policy described above?	___	___
Policy	AG	E. <u>Access to Student Records by Military Recruiters and Institutions of Higher Education</u>	Yes	No
8330, p. 4	N/A	1. Does the Board of Education's student records policy and/or procedures allow military recruiters and institutions of higher education to have access to secondary students' names, addresses, and telephone listings upon request, unless restricted from such access by the student or the student's parent?	___	___
8330, p. 4	N/A	2. Does the Board of Education notify secondary school students and their parents of their right to request that the student's name, address, and telephone listing may not be released to military recruiters or institutions of higher education without prior written parental consent, and does the Board of Education comply with such requests?	___	___
8330, p. 4	N/A	3. Does the Board of Education provide military recruiters the same access to secondary school students as is provided generally to post-secondary educational institutions or to prospective employers of those students?	___	___

Limited English Proficiency (LEP) Students

Policy	AG	A. <u>Identification and Assessment</u>	Yes	No
2260	2260F	1. Does the Board of Education have a policy that addresses the identification, language assessment, classification, and reclassification of LEP students?	___	___
	2260F, p. 1	2. Does the Board of Education have procedures in place requiring a student enrolling in the School District for the first time to be required to complete a Home Language Survey in order to identify whether the student's primary or home language is other than English?	___	___
	2260F, p. 2	3. Does the Board of Education have a policy that addresses the design of the educational program and support services of LEP students?	___	___
	2260F, pp. 1-7	4. Does the Board of Education have a policy that addresses academic achievement and assessment, including procedures regarding the testing of LEP students and parental notification of testing?	___	___
	2260F, p. 1	a. Does the policy or procedures provide assurances that test administration decisions regarding LEP students will be made on an individual basis?	___	___
	2260F, p. 3	b. Does the policy or procedures provide assurances that information on both academic and English proficiency date will be documented?	___	___
	2260F, p. 2	c. Does the policy or procedures provide assurances that test results will not be used as the sole criterion in re-classifying an LEP student from a bilingual-bicultural education program or in determining grade promotion, eligibility for courses or programs, eligibility for graduation, or eligibility for post-secondary opportunities?	___	___
	2260F, p. 5	d. Does the policy provide assurances that exemption of an LEP student from taking a State-required test will not be used as the sole criterion in determining grade promotion, eligibility for courses or programs, and eligibility for post-secondary education opportunities?	___	___
	2260F, p. 4	e. If an LEP student participates in a State-required test, does the Board of Education provide testing accommodations for the student if they are needed?	___	___

Policy	AG	B. <u>Parental Notification and Consent</u>	Yes	No
2260	2260F, p. 2	1. If the School District uses Federal funds to provide language instruction for LEP students, does the School District provide assurances that if a student is identified and assessed as LEP and determined to be eligible for services, the School District will send written notice to the student's parent and that such notice shall be provided within thirty (30) days of the start of the school year or within two (2) weeks of assessment (if the student is not identified prior to the beginning of the school year)?	___	___
	2260F, p. 2	a. Does the notice include information regarding: 1) the LEP program and the reasons for the student's identification and assessment; 2) the student's level of English proficiency; 3) the method of instruction to be used in the student's program; 4) how the program will meet the educational strengths and needs of the student; 5) how the program will help the child learn English and meet age appropriate academic achievement standards for grade promotion and graduation; 6) the exit requirements for the program, expected rate of transition, and expected rate of graduation; 7) parental rights; and 8) how the program meets the needs of the student's IEP, if applicable.	___	___
	2260F, p. 2	b. Does the School District provide assurances that no student will be placed in the LEP program without having received consent from the student's parents?	___	___
	2260F, p. 2	c. Does the School District provide assurances that an LEP student's parent(s) will be given the opportunity to participate and provide input into the student's program and will be regularly informed of the student's progress and that if the student fails to make progress on measurable objectives, the School District will provide the parent with notice of such failure within thirty (30) days after the failure occurs?	___	___

Policy	AG	C. <u>Annual Evaluation</u>	Yes	No
2260	2260F, p.3	1. Does the Board of Education provide assurances that each LEP student shall be tested on an annual basis and monitored to determine how well s/he is learning English and becoming more proficient in the areas of listening, speaking, reading, and writing of the English language?	___	___
	2260F, pp. 4-5	2. Does the School District provide assurances that each LEP student will also be tested in the academic content areas of reading/language arts, math, and other core academic subjects?	___	___

Policy	AG	D. <u>Bilingual-Bicultural Education Programs</u>	Yes	No
N/A	N/A	1. If the School District is required by law to provide a bilingual-bicultural education program, does the District have a policy that provides assurances that the District will provide each LEP student with an effective instructional program and supportive services appropriate to meet the needs of the student.	___	___
N/A	N/A	2. If the School District is required by law to provide a bilingual-bicultural education program, does the School District have a policy that provides assurances that the School District will provide each LEP student with full access to supportive services (e.g., language development) available to other students in the School District.	___	___
N/A	N/A	3. If the School District is required by law to provide a bilingual-bicultural education program, does the School District have a policy that provides assurances that the School District will provide programs and services that reflect the cultural background of the LEP students and may include instruction intended to improve the skills of such students in the use of their native language for the purpose of enabling them to become proficient or advanced in all subject areas?	___	___
N/A	N/A	4. If the School District is required by law to provide a bilingual-bicultural education program, does the School District annually notify parents of every identified LEP student of the possible institution of a bilingual-bicultural program in the School District, of the procedures for registering a student in such a program, and of the parental consent requirement for student placement in the program?	___	___

Policy	AG	E. <u>Data</u>	Yes	No
2260	2260F, pp. 6-7	1. Does the School District have procedures in place to maintain records on all LEP students indicating the annual increases of the number or percentage of students: 1) making progress in learning English; 2) attaining English proficiency by the end of the school year; and 3) making adequate yearly progress?	___	___
		2. Does the School District provide assurances that it will include in its annual report card, data that is sufficient to yield statistically reliable information, as determined by the State, and does not reveal personally identifiable information about an individual student?	___	___

Homeless Children and Youth

Policy	AG	A. <u>Policies and Procedures</u>	Yes	No
5111.01, p. 1	5111.01, pp. 1-2	1. Does the School District have a policy that addresses that homeless children and youth will not be segregated or stigmatized on the basis of their status as homeless and will be provided with equal access to the same free, appropriate public education as provided to other children residing in the School District without barriers or stigmatization by school personnel?	___	___
5111.01, p. 1	5111.01, p. 1	2. Does the School District have a policy designating an appropriate staff person as the School District's liaison for children and youths in homeless situations?	___	___

Policy	AG	B. <u>Enrollment Related Issues</u>	Yes	No
5111	5111, pp. 3-4	1. Does the School District make school selection and enrollment decisions for homeless children and youths according to the best interests of the homeless child or youth?	___	___
5111.01	5111, p. 3	2. Does the School District immediately enroll a child or youth in a homeless situation, even if s/he does not have required documents, such as school records, medical records, proof of residency, or other documents?	___	___
5111.01	5111, pp. 3-4	3. Does the School District provide assurances that a homeless child or youth will be enrolled in any public school in the School District that non-homeless students who live in the area in which the homeless child or youth is actually living are eligible to attend, or in his/her school of origin?	___	___

5111, p. 2	5111, pp. 3-4	4.	If the School District sends a homeless child or youth to a school other than the school of origin or the school requested, does the School District provide a written explanation including a statement regarding the right to appeal the school selection?	___	___
8600	8660, p. 7 5111, p. 4	5.	Does the School District have a policy that a homeless child or youth will be provided with transportation to the school of origin, at the request of the parent or guardian, or in the case of an unaccompanied child or youth, at the request of the School District's homeless liaison?	___	___

Title I Program Funds (for School Districts Receiving Title I Funds)

Policy	AG	A.	<u>Parental Involvement</u>	Yes	No
2261.01	N/A	1.	Does the School District have a written parental involvement policy that was jointly developed with parents?	___	___
2261.01, pp. 3-6	N/A	a.	Does the policy address how the School District will involve parents in an ongoing manner in the planning, review, and improvement of Title I programs in the School District?	___	___
2261.01, p. 3	N/A	b.	Does the School District hold at least one (1) annual meeting for Title I parents?	___	___
2261.01, p. 3	N/A	c.	Does the School District offer a flexible number of meetings?	___	___
2261.01, pp. 3-6	N/A	d.	Does the School District provide Title I parents with information about programs, a description of the curriculum, forms of academic assessment and, if requested, provide opportunities for regular meetings to discuss the education of their children?	___	___
2261.01, p. 4	N/A	e.	Has the School District developed a school-parent compact that outlines the responsibilities of each party for improved student academic achievement?	___	___
2261.01, p. 4	N/A	f.	Does the School District notify parents of the parent involvement policy in an understandable and uniform format, and to the extent practicable, in a language that parents can understand?	___	___
2261.01, p. 4	N/A	g.	Is the policy reviewed and updated periodically to meet the changing needs of parents and the school?	___	___

Policy	AG	B. <u>Student Achievement Data</u>	Yes	No
2623, p. 3	2623A, pp. 3-4	1. Does the School District provide each parent with information on the achievement of their child on each of the State academic assessments as soon as is practicably possible after the test is taken?	___	___

Policy	AG	C. <u>Teacher/Paraprofessional Qualifications</u>	Yes	No	
2261.02, p. 1	N/A	1. Does the School District have a policy that addresses that parents of each student attending a school in the District that receives Title I funds may request and obtain information regarding the professional qualifications of their child's classroom teachers, including: a) whether the teacher has met State licensing criteria for the grade level(s) and subject(s) taught; b) whether the teacher is teaching under emergency or provisional status through which State licensing criteria have been waived; and c) the undergraduate degree major of the teacher, and any graduate certification or degree held by the teacher, including the field of discipline of the certification or degree?	___	___	
3120, pp. 3-4	N/A		2. Does the School District have a policy that addresses that parents of each student attending a Title I-funded school that they may request and obtain the professional qualifications of paraprofessionals providing services to their child?	___	___
4120, pp. 3-5	N/A				
2261.02, p. 1	N/A	3. Does the School District have a policy that addresses that parents of each student attending a Title I-funded school will be notified if their child is assigned to, or taught for four (4) or more consecutive weeks by a teacher(s) who is not highly qualified?	___	___	

Youth Group Access to School Facilities

Policy	AG	A. <u>Policies and Procedures</u>	Yes	No
5730, pp. 1-2	N/A	1. Does the School District have a policy or procedure that allows one (1) or more outside youth or community groups to meet on school premises or in school facilities before or after school hours?	___	___
5730, pp. 1-2	N/A	2. If so, does the School District have a policy that allows any youth group affiliated with the Boy Scouts or any other group defined by law as a patriotic society to have equal access or a fair opportunity to meet on school premises?	___	___

School Prayer

Policy	AG	A. <u>Policies and Procedures</u>	Yes	No
8800, p. 1	8800B, p. 1	1. Does the School District have a policy that provides assurances that constitutionally protected prayer will be allowed in the School District?	___	___

Gun-Free Requirements

Policy	AG	A. <u>Compliance with Gun-Free Legislation</u>	Yes	No
5610, p. 3	N/A	1. Does the School District have a policy that provides for the expulsion of students who are determined to have brought a firearm to school, or to have possessed a firearm at school for a period of not less than one (1) year?	___	___
5610, pp. 3-4	N/A	2. Does the School District have a procedure in place that describes circumstances surrounding the expulsions imposed, including the name of the school concerned, the number of students expelled from such school, and the type of firearms concerned?	___	___

Internet Safety

Policy	AG	A. <u>Policy Requirement</u>	Yes	No
7540.03, p. 2	7540.03, p. 2	1. Does the School District have in place and enforce a policy of internet safety for minors that includes a technology protection measure that protects against access to visual depictions that are obscene, child pornography, or harmful to minors?	___	___
7540.04, p. 2	7540.04, p. 2			

Non-Smoking Policy

Policy	AG	A. <u>Prohibition Requirement</u>	Yes	No
3215, p. 1	N/A	1. Does the School District have in place and enforce a policy prohibiting smoking within any indoor facility owned or leased or contracted for, and utilized by the School District for the provision of routine or regular kindergarten, elementary, or secondary education or library services to children?	___	___
4215, p. 1	N/A			
5512, p. 1	N/A			
7434, p. 1	N/A			

Transfer of Student Disciplinary Records

Policy	AG	A. <u>Procedures</u>	Yes	No
8330, p. 2	8330, p. 11	1. Does the School District have a procedure in place to facilitate the transfer of disciplinary records with respect to a student's suspension or expulsion to any private or public elementary school or secondary school for any student who is enrolled or seeks, intends, or is instructed to enroll on a full or part-time basis, in the school?	___	___

Safe and Drug-Free Schools

Policy	AG	A. <u>Requirements to Receive Safe and Drug-Free School Funds</u>	Yes	No
6110	N/A	1. Does the School District apply for and receive funds under subgrant for safe and drug-free schools?	___	___
5512, p. 1 5520, p. 1 5530, p. 1 5772, p. 1 Student Code of Conduct	5500A	2. Does the School District maintain a school discipline policy that prohibits the disorderly conduct, the illegal possession of weapons, and the illegal use, possession, distribution, and sale of tobacco, alcohol, and other drugs by students?	___	___
8400	N/A	3. Does the School District have in place a plan for keeping schools safe and drug-free that includes security procedures at school and while students are on the way to and from school?	___	___
8410	N/A	4. Does the School District have in place a plan for keeping schools safe and drug-free that includes a crisis management plan for responding to violent or traumatic events on school grounds?	___	___

5500	5500A	5.	Does the School District have in place a plan for keeping schools safe and drug-free that includes a student code of conduct that clearly states the responsibilities of students, teachers, and administrators in maintaining a classroom environment that: a) allows a teacher to communicate effectively with all students in the class; b) allows all students in the class to learn; c) has consequences that are fair, and developmentally appropriate; d) considers the student and the circumstances of the situation; and e) is enforced accordingly?	_____	_____
Student Code of Conduct	5600A				

Adapted from the Wisconsin Association of School Boards document entitled "Policy Checklist in Relation to No Child Left Behind Act of 2001".

12/05